Managers' Internal Control Program (MICP) Computer-Based Training (CBT) Course Instructions **ALMS 4.0**





- The Army MICP Internal Control Administrator (ICA) Course
 - Becoming An Internal Control Administrator (ICA)
 - GAO Standards for Internal Controls in the Federal Government
 - Internal Control Process
 - Internal Control Evaluations
 - Preparing Your Annual Statement of Assurance Cover Memorandum
 - TAB A How the Assessment was Conducted
 - The Material Weakness Process
 - Internal Controls in Army Regulations



- The Army MICP Internal Control Administrator (ICA) Annual Refresher Course
 - Internal Control Process
 - Internal Control Evaluations
 - The Material Weakness Process
 - Internal Controls in Army Regulations
- The Army MICP Senior Responsible Official (SRO) Course
 - GAO Standards for Internal Controls in the Federal Government
 - MICP Process



- The Army MICP Assessable Unit Manager (AUM) Course
 - GAO Standards for Internal Controls in the Federal Government
 - MICP Process
 - Internal Control Evaluations
- The Army MICP Managers Course
 - GAO Standards for Internal Controls in the Federal Government
 - MICP Process
 - The Material Weakness Process
- The Army MICP Personnel Conducting Evaluations Course
 - MICP Process
 - Internal Control Evaluations
 - The Material Weakness Process
- The Army MICP Internal Controls in Army Regulations
 Course
 - GAO Standards for Internal Controls in the Federal Government
 - MICP Process
 - Internal Controls in Army Regulations



- All modules will require students to complete an exam (70% pass/fail). Upon successful completion of each module, the student will receive a generated certificate of completion.
- > CPE is awarded as follows:
 - Internal Control Administrators Course 2 CPE
 - Internal Control Administrators Refresher Course 1 CPE
 - Assessable Unit Manager Course 1 CPE
 - Senior Responsible Official Course 1 CPE
 - Managers Course 1 CPE
 - Personnel Conducting Evaluations Course 1 CPE
 - Internal Controls in Army Regulations Course 1 CPE

Certificate of Training



- The MICP CBT courses reside within AKO in the Army Learning Management System (ALMS). Access is available from:
 - AKO: https://www.us.army.mil/suite/page/micp
 - ASA(FM&C) website: Instructions for accessing the training can be found at:
 - http://asafm.army.mil/offices/FO/IntControl.aspx? OfficeCode=1500
- The following slides provide detailed instructions for accessing and registering for the MICP CBT courses.



Accessing the MICP Computer-Based Training Courses from AKO

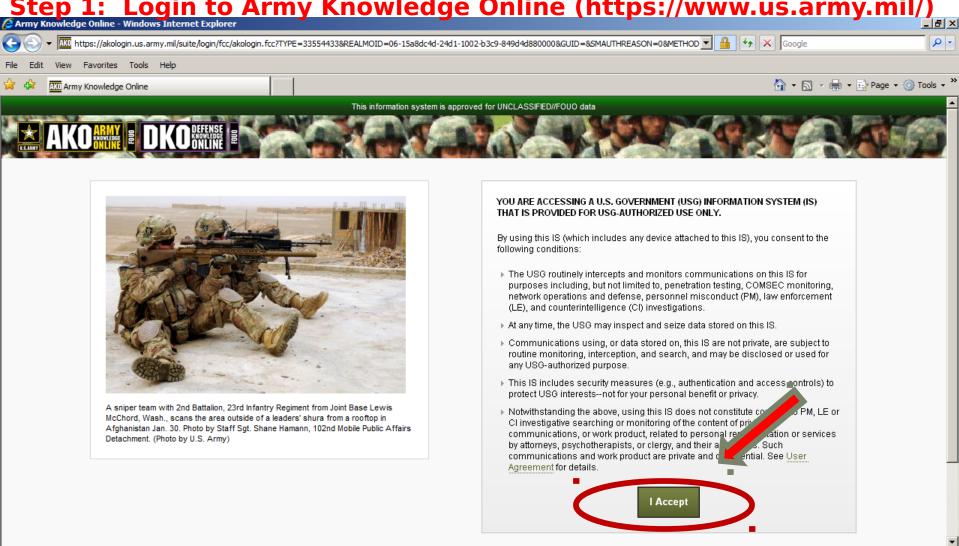




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MICP Computer-Based Training Courses

Step 1: Login to Army Knowledge Online (https://www.us.army.mil/)



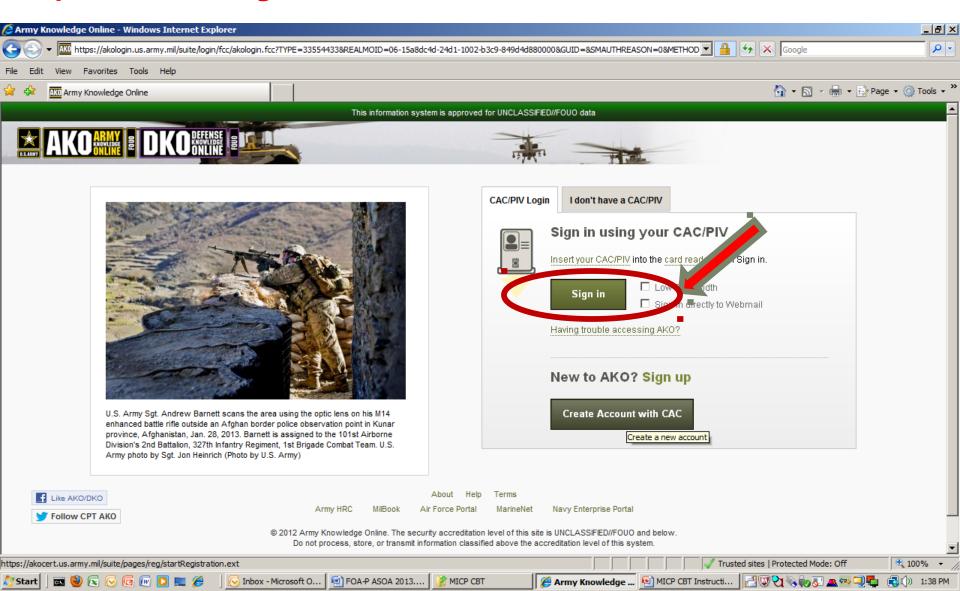
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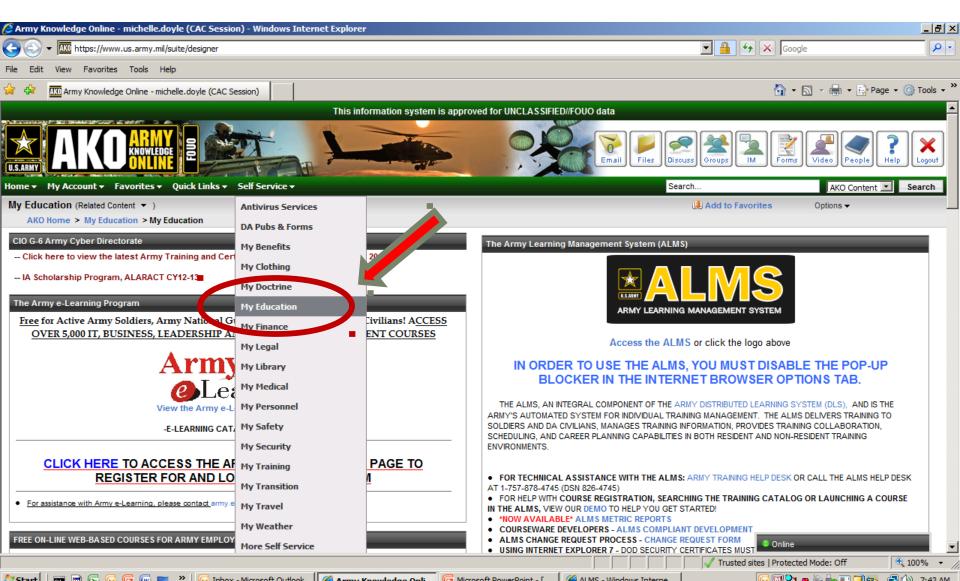
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Step 2: Select "Sign In"



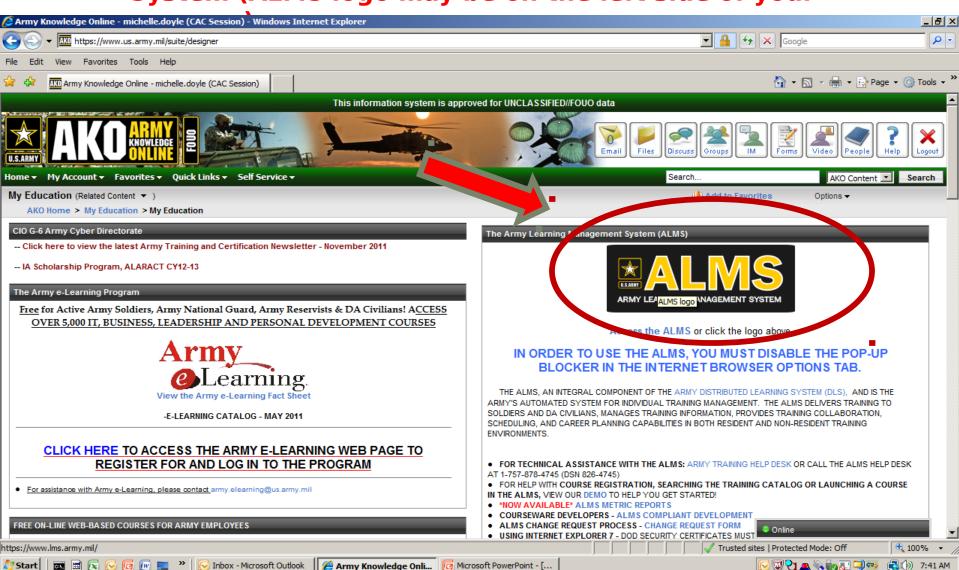


Step 3: Select from the "Self Service" drop down menu, "My Education":



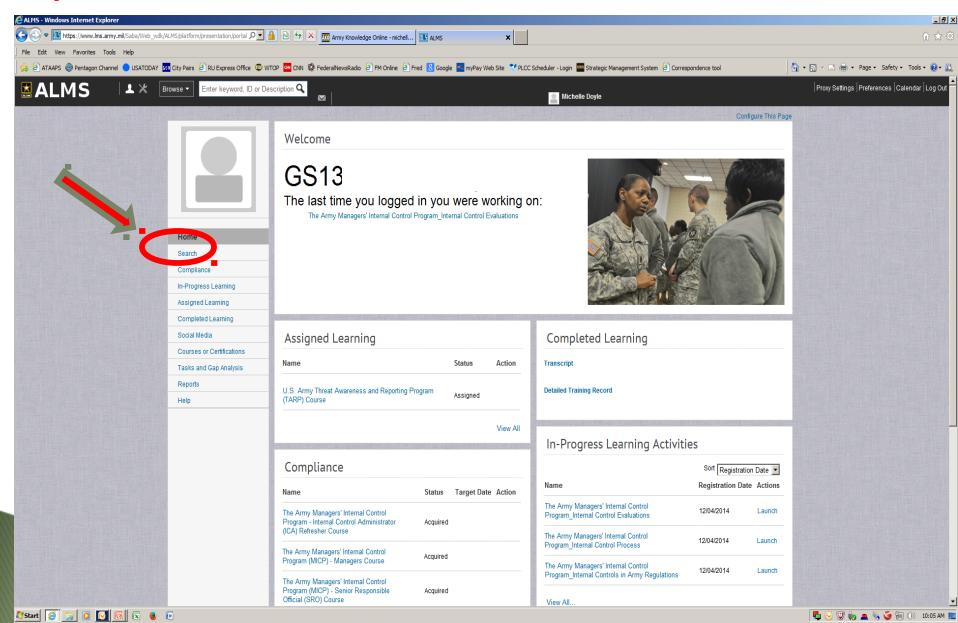


Step 4: Select "ALMS", Army Learning Management System (ALMS logo may be on the left side of your



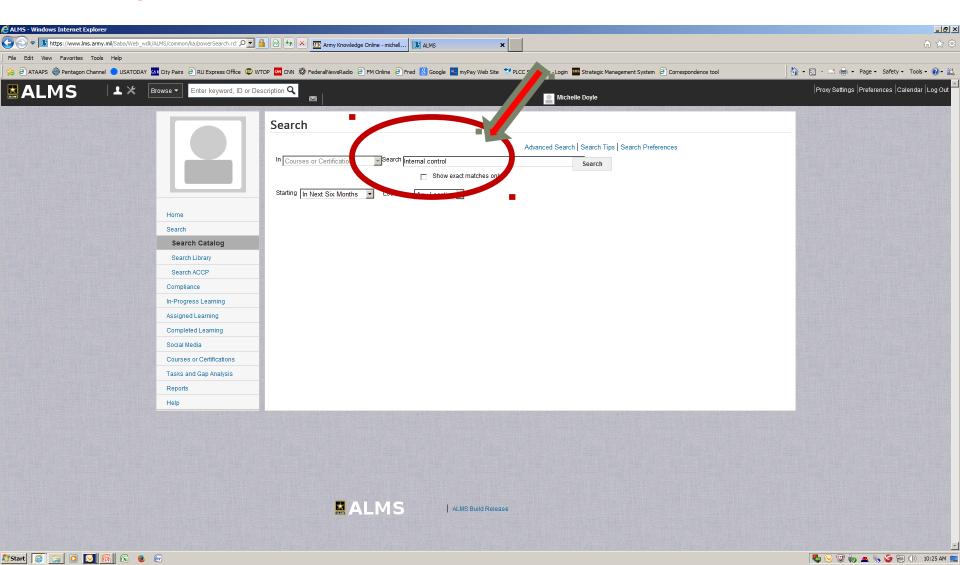
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Step 5: Select "Search"



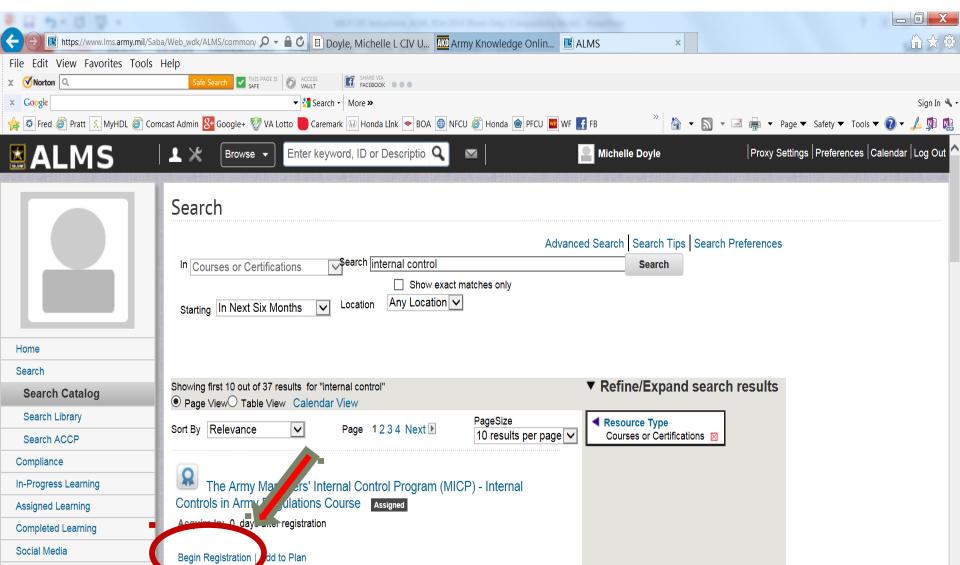


Step 6: Type in "internal control" and select "Search"



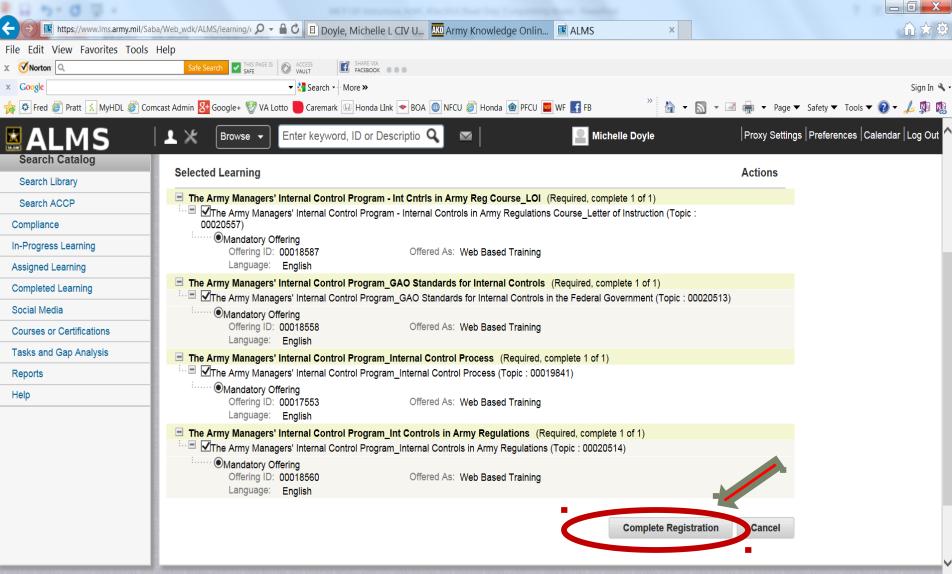


Step 7: Select Course and click "Begin Registration"



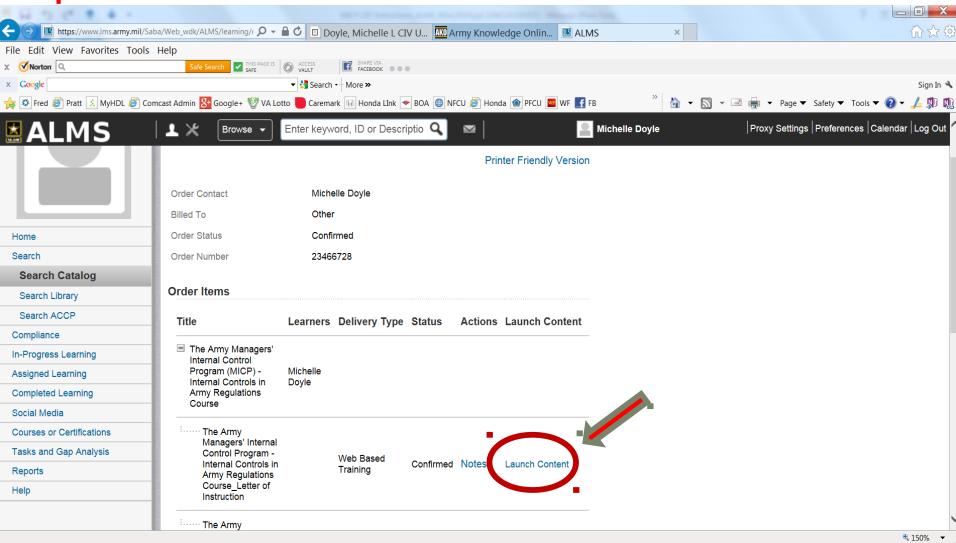


Step 8: Select Complete Registration.





Select "Launch Content" Step 9:















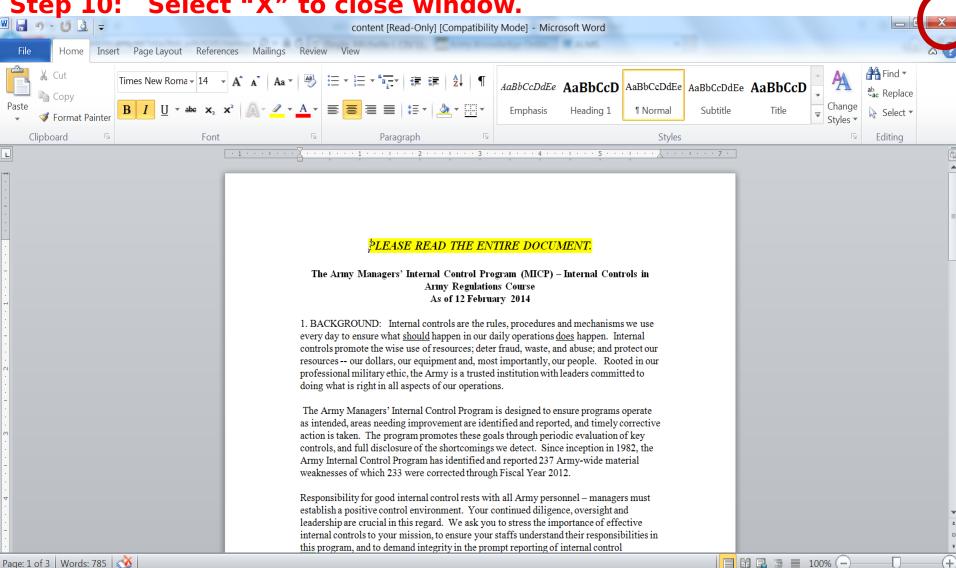








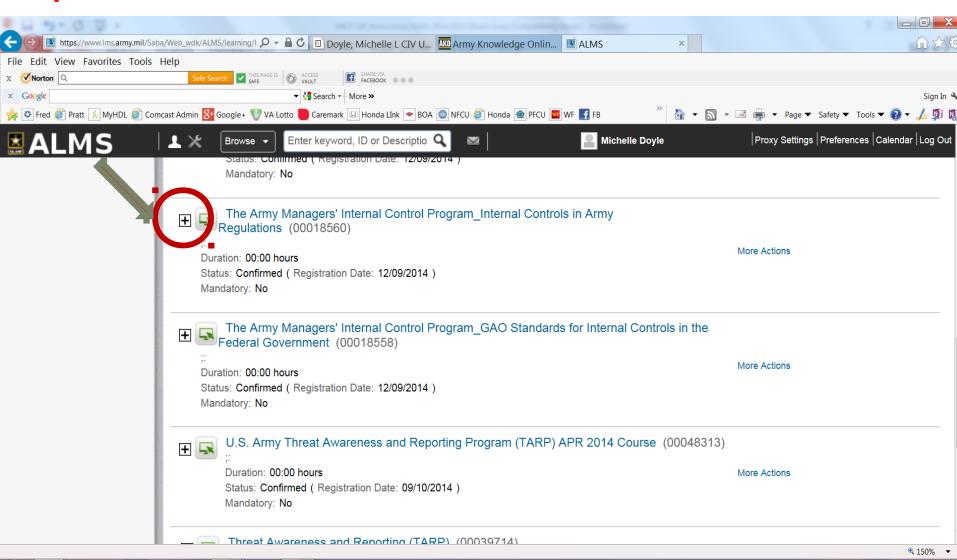
Select "X" to close window.



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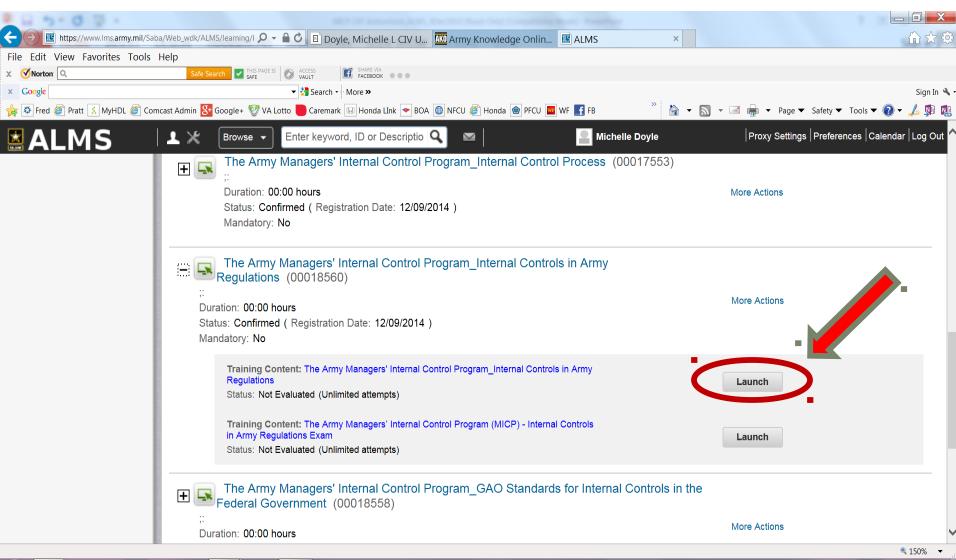


Step 11: Select "+" below





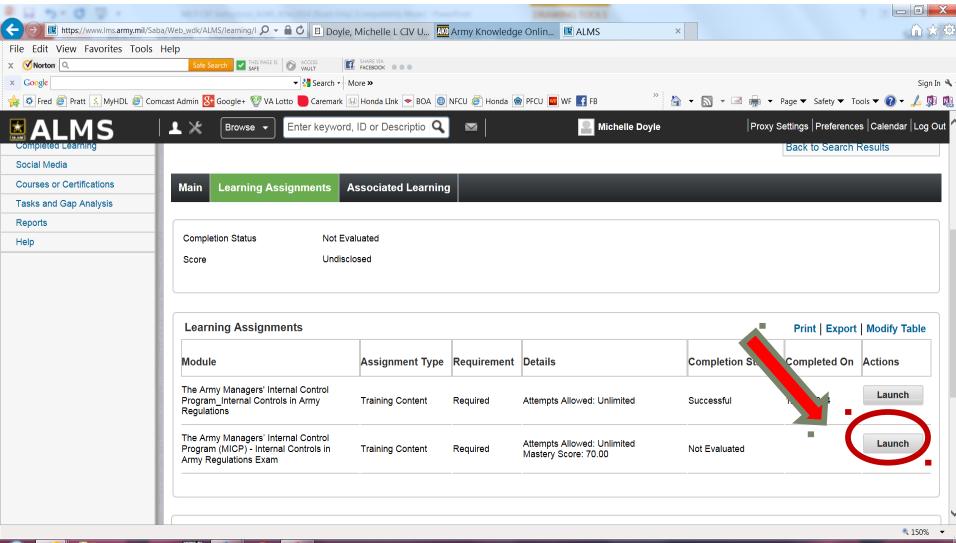
Step 12: Select "Launch" to complete next course.



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Step 13: Select "Launch" to complete required exam.



















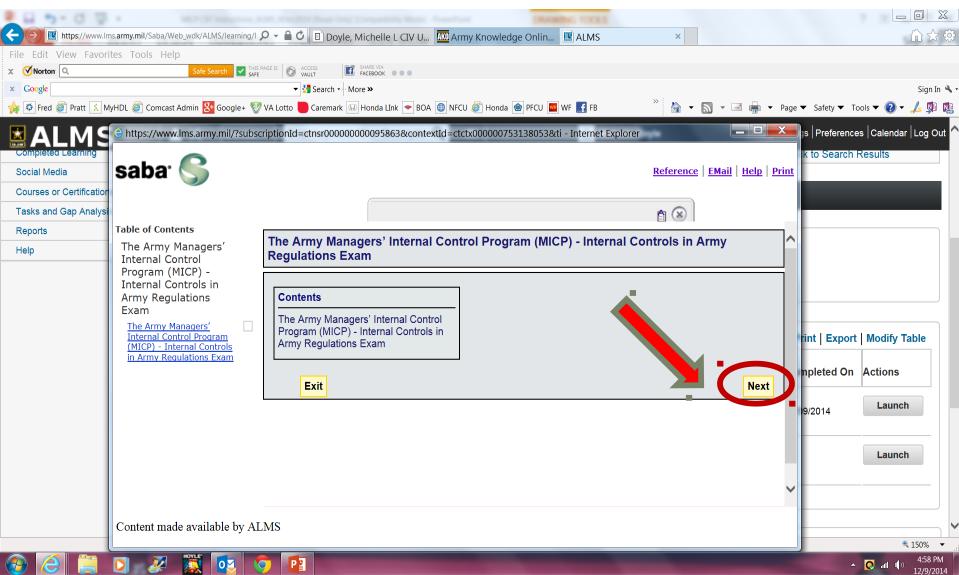




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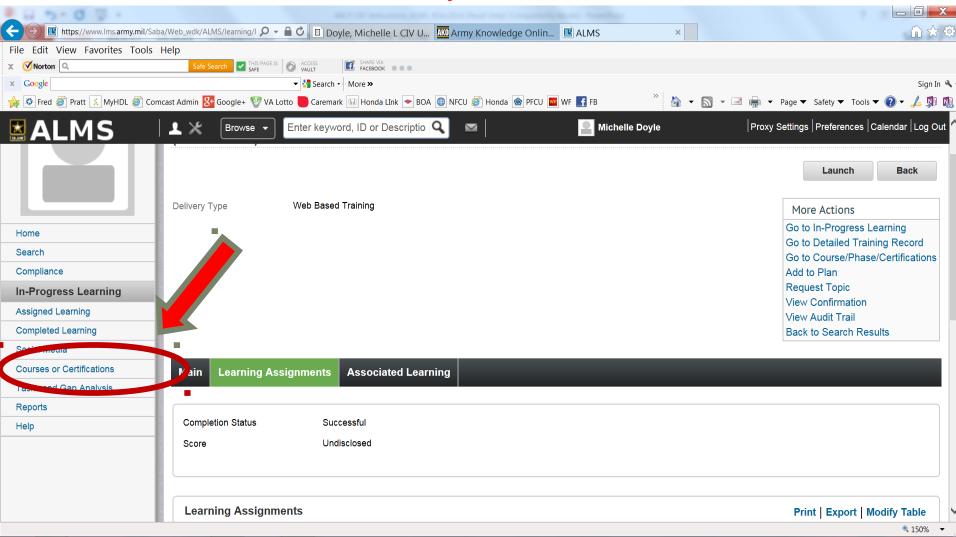


Step 14: Select "Next" to start exam.





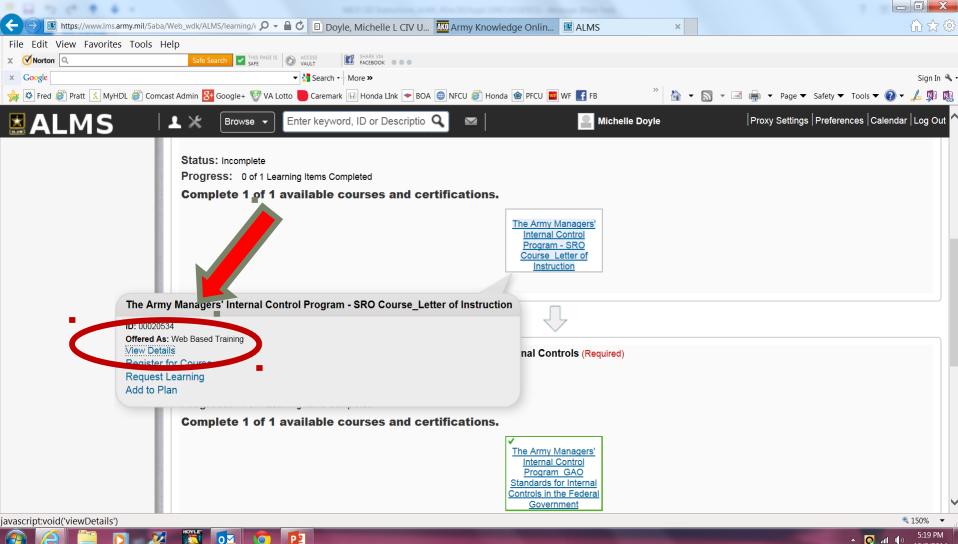
Step 15: After successfully completing the Exam, select "Go to Courses or Certifications" for next course or to print certificate.



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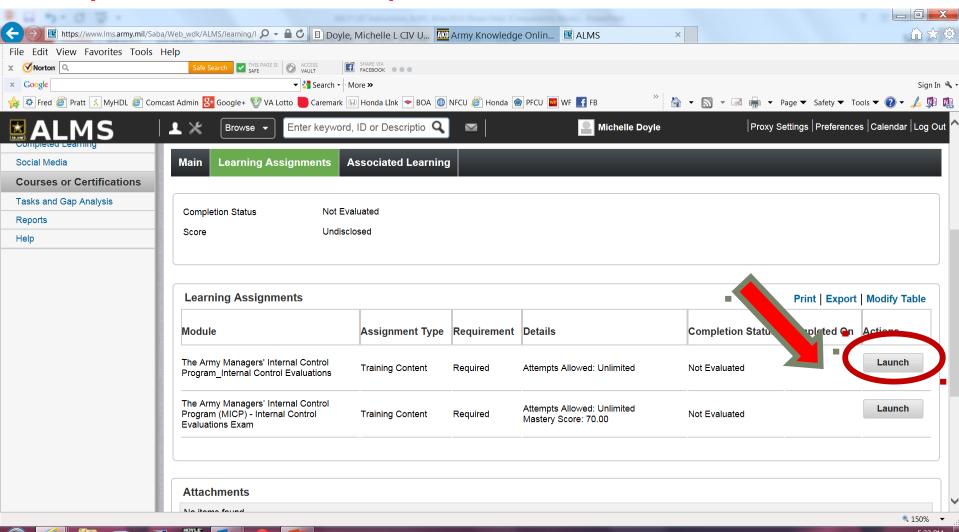


Step 16: Select "View Details" for next training course that must be completed - repeat until all training has been completed.





Step 17: Select "Launch"" to complete course content. Once complete, follow prior instructions to complete Exam.

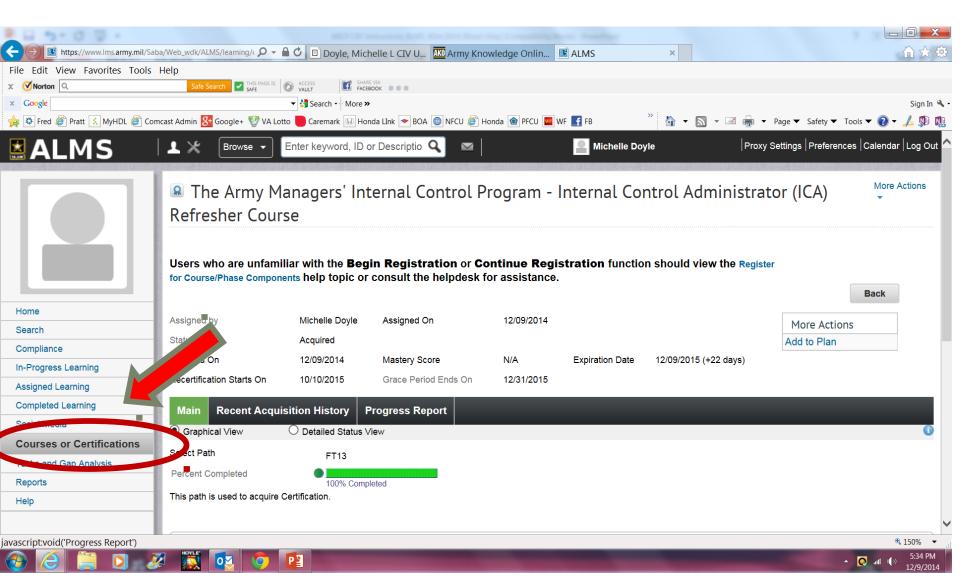


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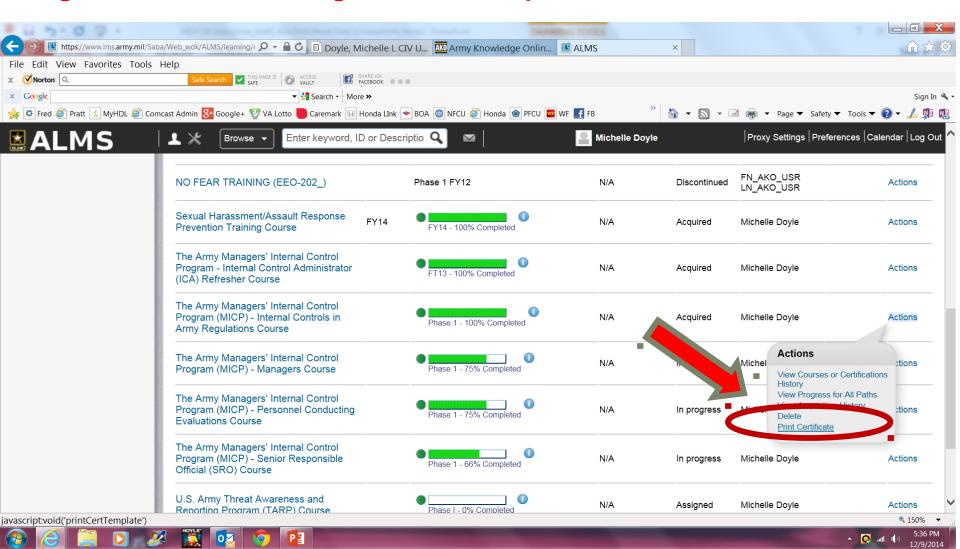


Step 18: Select "Courses or Completion" to print certificate.





Step 19: Select "Actions" and "Print Certificate". Also, at any time, you can go to "Detailed Training Records" and print certificates.





MICP Computer-Based Training Courses Army Training Help Desk (ATHD)



Have a question or need help website: https://athd-crm.csd.disa.mil/

Toll Free: 1-800-275-2872 or 1-877-251-

0730

Email: athd@mailds01.csd.disa.mil

Hours of Operation: 24/7



The MICP Staff can be reached at:

usarmy.pentagon.hqda-asafm.mbx.army-mngrs-internal-cntlprog@mail.mil